



<b>COURSE NUMBER/DESIGNATION/SECTION:</b>	COM 282.04
<b>COURSE TITLE:</b>	Speech For the Business Professional
<b>CREDIT HOURS:</b>	3 hrs
<b>SEMESTER, YEAR:</b>	Fall, 2008
<b>LOCATION OF CLASS MEETING:</b>	CB 326
<b>MEETING TIMES:</b>	MW 3-4:20
<b>INSTRUCTOR:</b>	Hatton
<b>OFFICE LOCATION:</b>	CB 324
<b>OFFICE HOURS:</b>	MW 4:30-5:30, TTH 8:30-9:30 and Friday and other times with appt.
<b>OFFICE PHONE:</b>	936.294.1498
<b>E-MAIL ADDRESS:</b>	<a href="mailto:Hatton@shsu.edu">Hatton@shsu.edu</a>

#### **COURSE DESCRIPTION:**

- This course examines theory and research in interpersonal principles, leadership strategies, listening, and nonverbal communication. Emphasis is on the application of this knowledge to develop communication skills in settings such as interviewing, group decision-making, speech preparation and presentation. This course is equivalent to SPCH 1321.
- Students will organize and present three formal simulated organizational Presentations during the semester. This course will be taught incorporating lecture, case studies and group discussion formats. The student will be expected to work within a group setting. The three exams will cover material found in the readings, and course lecture. Students will be expected to read the materials prior to class, and come to class for discussion on the materials. Course meetings are designed to incorporate the material found in the text into organizational structures and especially designed case studies and not for the regurgitation of the textbook.

#### **COURSE OBJECTIVES:**

After completing this course students should have:

- Learned to apply course materials to improve presenting materials, critical-thinking, problem solving, and decision making;
- Acquired skills in working with others as team members;
- Develop skills in expressing themselves orally in a variety of settings.

### **REQUIRED TEXTBOOK:**

- Communicating at Work 9<sup>th</sup> edition. ISBN# 978-0-07-351188-7. McGrawHill by Ron Adler and Jeanne Marquardt Elmhurst.

### **ATTENDANCE POLICY:**

The Student Handbook provides that regular and punctual class attendance is expected of each student at Sam Houston State University and that it is expected that each faculty member will keep a record of student attendance. Therefore, the following attendance policy will be adhered to for the duration of the course:

- Absences, tardiness, or leaving early **WILL** adversely affect the student's grade.
- Students will be allowed 3 class hours of absences without penalty.
- **ANY** absences over 3 hours will result in final grade reductions of 10 pts for each additional absence (for example if a student is absent for 6 classes for a TTH course the student's final grade will incur a 40 point deduction from their final class grade.)
- The one exception is for students attending SHSU sponsored activities, as long as appropriate documentation be presented to the instructor **PRIOR** to the absence and contain the signature of the SHSU employee sponsor. Documentation submitted after travel or at the end of the semester will not result in an approved absence.
- Attendance will only be taken once during the class. If the student arrives after attendance has been taken they must notify the instructor at the close of class by submitting in writing their name and the date to the instructor. This is the only form of proof which will be accepted. Once class has been released no changes will be made to the day's attendance. It is the student's responsibility to submit, proof of attendance.

### **EXAMS:**

During the duration of this course there will be three exams taken. The questions will include T/F, Multiple Choice, Matching and Short Answer format. The instructor will provide a scantron For the exam.

- Students will NOT be allowed to make up an exam without pre-approval from the instructor. If an exam is missed, only one make up exam will be allowed and will be comprehensive in nature and scheduled at the instructor's convenience.
- Students will not be allowed to enter the room to take the exam, after the first student completes and submits the exam. **NO** exceptions!

### **GRADING PLAN:**

In this class, students will accumulate points toward a final grade. There will be no weighting percentage of assignments. The grade in the course will be determined using the following scale:

- 1000-900 = A
- 899-800 = B
- 799-700 = C
- 699-600 = D

- All grades will be posted on the Blackboard class page and may be accessed by the student at any point during the semester. A final class grade will not be released over the phone or internet, however, by comparing their total points to the scale above a student may determine their final class grade.
- Students who cannot complete the course requirements due to illness or any other unforeseen issue may apply for an X in the course. To apply for the grade of incomplete the student must submit in writing to the instructor a documented explanation and supporting data on or before December 5, 2008. The request will be submitted to office of the Dean of CHSS for a final decision.
- The last date to drop the class without a grade will be December 5, 2008.
- Extra credit will not be provided.

### **ACADEMIC HONESTY:**

The University expects all students to engage in academic pursuits in a manner that is above reproach. Students are expected to maintain complete honesty and integrity in the academic experiences both in and out of the classroom.

- Any student found guilty of dishonesty in any phase of academic work will be subject to disciplinary action. Furthermore, the University and its official representatives may initiate disciplinary proceedings against a student accused of any form of academic dishonesty including, but not limited to, cheating on an examination or other academic work which is to be submitted, plagiarism, collusion and the abuse of resource materials. This include fabricating sources used during the speech.
- Students found guilty of dishonest behavior in this class will be asked to leave the class and will be given the grade of F for the course.
- *Hatton's Warning*  
I am a retired debate coach and will not tolerate dishonest behavior even in any form. If I assign a project I read every page and verify research. If you use someone's work then you must document it! No exceptions! Additionally, if I suspect dishonesty in your work then I will run an electronic search on the work to verify its authenticity.

### **STUDENTS WITH DISABILITIES POLICY:**

It is the policy of Sam Houston State University that individuals otherwise qualified shall not be excluded, solely by reason of their disability, from participation in any academic program of the university. Further, they shall not be denied the benefits of these programs nor shall they be subjected to discrimination. Students with disabilities that might affect their academic performance are expected to visit with the Office of Services for Students with Disabilities located in the Counseling Center. They should then make arrangements with their individual instructors so that appropriate strategies can be considered and helpful procedures can be developed to ensure that participation and achievement opportunities are not impaired.

SHSU adheres to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations for students with disabilities. If you have a disability that may affect adversely your work in this class, then I encourage you to register with the SHSU Counseling Center and to talk with me about how I can best help you. All disclosures

of disabilities will be kept strictly confidential. **NOTE:** No accommodation can be made until you register with the Counseling Center.

### **STUDENT ABSENCES ON RELIGIOUS HOLY DAYS POLICY:**

Section 51.911(b) of the Texas Education Code requires that an institution of higher education excuse a student from attending classes or other required activities, including examinations, for the observance of a religious holy day, including travel for that purpose. Section 51.911 (a) (2) defines a religious holy day as: “a holy day observed by a religion whose places of worship are exempt from property taxation under Section 11.20...” A student whose absence is excused under this subsection may not be penalized for that absence and shall be allowed to take an examination or complete an assignment from which the student is excused within a reasonable time after the absence.

- A student desiring to absent himself/herself from a scheduled class in order to observe (a) religious holy day(s) shall present to each instructor involved a written statement concerning the religious holy day(s) during the first week of the course.
- The instructor will complete a form notifying the student of a reasonable timeframe in which the missed assignments and/or examinations are to be completed.

### **VISITORS IN THE CLASSROOM:**

Only registered students may attend class. Exceptions can be made on a case-by-case basis by the professor. In all cases, visitors must not present a disruption to the class by their attendance. Students wishing to audit a class must apply to do so through the Registrar's Office.

### **INSTRUCTOR EVALUATIONS:**

During the end of the semester, students will be provided a mechanism to evaluate the instructor of the course. This evaluation should be completed in a thoughtful and honest manner.

### **ASSIGNMENTS:**

A full description of the assignments and grading rubric may be found on the course Black-board website.

Final course grades will be calculated using the following matrix:

Three - Unit exams @ 150 pts each = 450 pts

One - 4 min individual presentation based on an industry sector @ 150 = 150 pts

One – 5 minute individual presentation based on a business conference call @ 175 = 175

One – 25 minute group sales presentation @ 225 = 225 pts

Possible Total 1000

*Presentations:* The following guidelines pertain to all three of the course's presentations.

An outline will be required prior to each presentation. Students not submitting an outline prior to the speech **WILL NOT** receive credit for the work.

- The use of electronic presentation aids will be required in all the presentations. Handouts or other paper based aids will not be accepted for a grade. Students must provide a copy of the slides (6 to a page) to the instructor along with the presentation outline. Slide shows **MUST** be brought to class using a USB drive or other electronic device. Students will not be allowed to

access their campus computer accounts to download slide shows. Students not providing the slide show in an accepted electronic format will forfeit all points awarded for presentation aids.

- All presentations will be given in an extemporaneous style using **TWO** note cards, written only on one side may be used during the presentation.
- The student will be expected to dress in a professional manner for each presentation. Clothes that should not be worn include flip-flops, hats, un-tucked shirts, low riding pants, shorts, revealing tops or undergarments, or excessive jewelry. Students will not be required to wear suits for presentations but clothing should be professional, clean and well fitting.
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- If you are unable to present the presentation on the assigned date, make arrangements to change dates. If an unforeseeable emergency arises, time permitting the student will only be allowed to make up a presentation at the conclusion of the assignment's speaking rotation and **will incur an automatic reduction of two letter grades.**
- All students are expected to be in attendance during all presentations presented by other students. Students absent during the presentations will be assessed two absences.
- Respect should be shown to every speaker; actions such as **preparing homework, text-messaging**, entering the class while someone is speaking or reading outside materials will not be tolerated. Conduct will be pointed out on first infraction and every infraction thereafter will result in a one letter reduction from the offending student's assignment grade.

*Exams:* There will be three exams during the duration of the course.

### **PROPER CLASSROOM DEMEANOR OF CONDUCT:**

According to university policy (§5) of the Student Handbook, "students will refrain from behavior in the classroom that intentionally or unintentionally disrupts the learning process and, thus, impedes the mission of the university. Specifically:

- Please turn off or mute all cellular phone and/or pager before class begins. **DO NOT** text during class.
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- Students are asked to refrain from reading newspapers or outside text, completing assignments for a course other than the one currently attending, sleeping, talking among each other at inappropriate times, wearing inappropriate clothing, or engaging in any other form of distraction such as text-messaging or conduct that significantly endangers the health or safety of other persons.
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- Engaging in hazing or harassment where the individual intentionally threatens, in person, by telephone, electronically, in writing, or by other offensive manner or committing an act that causes a person to feel threatened. Such prohibition includes disorderly classroom conduct that obstructs, interferes with, inhibits and/or disrupts teaching and/or related classroom activities.
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- Inappropriate behavior in the classroom shall result in a, minimally, a directive to leave class. The second offense will result in the student being reported to the Dean of Students

for disciplinary action in accordance with university policy; and the instructor reserves the right to give the student an F for the overall class grade.

**FREEDOM OF SPEECH:**

The student's right to speak on the topic of their choice will be upheld in the class. Choice of topic, values and beliefs will not be judged. Audience members are expected to respect the views of their classmates. I will defend a student's freedom of speech; I will not however, defend a student's personal position on the topic.

**TEXT OF CONTRACT SIGNED AT THE BEGINNING OF CLASS:**

**I have read the syllabus and agree to abide by all the policies contained within including:**

I understand that there are no make up speeches for unprepared speakers. I understand that failure to be in class and prepared on my assigned speech/interview day will result in a **zero** for the assignment. It is my responsibility to know what day I am scheduled to give my presentation.

I understand if I have an emergency situation (resulting in my own hospitalization or that of my immediate family, or the death of an immediate family member) I must contact the professor immediately. I understand that I will be excused or allowed to make up a missed presentation only if I can provide proper documentation of the emergency (resulting in my own hospitalization or that of my immediate family, or the death of an immediate family member), which does not include common illnesses to myself or my family member, and confirmation from the Dean of Students' Office.

I understand that a complete outline with bibliography and a copy of the presentation slides are due on the day I present. I also understand that I may be asked to provide my research materials. Failure to provide such materials upon request will result in a **zero** for the presentation.

I understand that if I miss an exam without a legitimate excuse (listed above) I will receive a **zero** for the exam. I understand that I must notify the professor of my emergency situation prior to the exam time in order to be considered as a candidate for the comprehensive make up exam. I understand I must also provide proper documentation of the emergency and confirmation from the Dean of Students' Office.

I understand that I must be on time for all class meetings. I am aware that I can miss only three class hours without penalty (2 class meetings for 1:20 courses and 1 for night courses) without penalty. Each Absences or tardy over the allocated three hours will result in a **10 pt deduction** from the final course grade. For example, if my car breaks down preventing class attendance and I have already been absence for three hours, then my final class grade will be automatically lowered 10 points for the absence. I understand that my professor does not accept excuses, except for sanctioned university functions.

I understand that the last date to drop the class without receiving a grade is December 5, 2008 and the last day to request an incomplete for the course is December 5, 2008.

I understand that I should have absolutely NO expectation for extra credit assignments to improve my grade.

## **COURSE CALENDAR :**

DATES MAY BE ALTERED BY FACULTY AS NEEDED

<b>Aug.</b>	25	Course Overview
	27	Topics & Audience Analysis
<b>Sept.</b>	<b>1</b>	<b>Labor Day Holiday</b>
	3	Outlining & Organizational Structures of Presentations
	8	Outlining (Drafts of Outlines due)
	10	Media Based Presentation Aids
	15	Anxiety and Delivering the Presentation
	<b>17</b>	<b>Test #1</b>
	<b>22</b>	<b>Speech #1 for Orange Group</b>
	<b>24</b>	<b>Speech #1 for White Group</b>
	<b>29</b>	<b>Speech #1 for Blue Group</b>
<b>Oct.</b>	1	Forms of Organizational Communication
	6	Cultural Communication & Ethics
	8	TSCA – On-line Case Study Assignment Due
	13	Verbal Communication
	15	Non-Verbal Communication
	<b>20</b>	<b>Test # 2</b>
	<b>22</b>	<b>Speech # 2 for Blue Group</b>
	<b>27</b>	<b>Speech # 2 for White Group</b>
	<b>29</b>	<b>Speech # 2 for Orange Group</b>
<b>Nov.</b>	3	Group Communication
	5	Work Groups and Conflict
	10	Interpersonal Communication
	12	Intrapersonal Communication and Leadership
	<b>17</b>	<b>Test # 3</b>
	19	NCA – Group Members Meet
	24	NCA – Group Members Meet
	<b>26</b>	<b>Thanksgiving Holiday</b>
<b>Dec.</b>	<b>1</b>	<b>Group Sales Speech</b>
	<b>3</b>	<b>Group Sales Speech</b>
	<b>8</b>	<b>Group Sales Speech</b>